

SAM - BUDGETING

BUDGETARY APPROVAL OF POSITION-RELATED TRANSACTIONS

6527

(Revised 11/2018)

Establishment, amendment, or abolishment of positions, blanket positions, and other position-related transactions are documented by the use of the "Change in Established Positions form," STD. 607.

STD. 607s which meet the following four criteria are exempt from review and approval of Finance, provided budgetary review is not otherwise mandated for that transaction.

1. The position has been: (a) specifically identified in the Governor's Budget and approved by the Legislature and is under the threshold in Control Section 31.00 or (b) approved by the Legislature and identified in the Final Change Book or enacted legislation and is under the threshold in Control Section 31.00.
2. The purposes are consistent with the approved program, legislative intent, and Administration policy. The STD. 607 does not provide for new or expanded programs in this or any subsequent fiscal year nor require supplemental financing.
3. The position transaction is in accordance with a staffing plan for the program or a change to the staffing plan which has been approved by Finance as part of the department proposal approved by the Legislature either before or after enactment by the Legislature. The departmental staffing plan and amendments will be maintained as part of departmental records.
4. All pertinent statutory and administrative regulations, such as those of CalHR, SPB, and SCO have been applied and prior approvals secured, when necessary.

Notwithstanding the general criteria for exemption listed above, budgetary review by Finance is mandated for the types of transactions listed below.

- Administrative establishment of positions not authorized by the Legislature.
- Reclassification to positions with a maximum step per month as specified in Control Section 31.00 of the Budget Act.
- Reclassification to a Career Executive Assignment (CEA) from a non-CEA classification must be within the delegated authority approved by the Department of Human Resources (CalHR) and must be approved by Finance. Departments establishing new CEA positions are required to go through the standard CEA approval process with CalHR.
- Establishment of permanent positions out of the blanket.
- Temporary downgrading of positions with a maximum salary as specified in Control Section 31.00 of the Budget Act.

SAM - BUDGETING

No STD. 607 executed for the above purposes will be exempt from review by Finance under the provisions of this manual or any special exemptions heretofore granted.

Departments shall not reclassify positions above statutory thresholds set annually in Control Section 31.00—and cannot make appointments under any circumstances to those positions—before Finance approval has been received.

Departments entering position changes into the payroll system prior to Finance approval could be subject to audits, loss of delegated authority, reduced appropriation authority, and/or other administrative actions.

All departments should conform to Control Section 31.00 of the latest Budget Act. Position-related transactions that are exempt from Control Section 31.00 of the Budget Act per this this section must place the required certificate on each copy of STD. 607 prepared in accordance with the instructions in this section.

The officer or employee signing on behalf of the department shall use the following certification, which shall appear on all copies of the STD. 607.

"I hereby certify that all conditions for exemption set forth in SAM Section 6527 have been complied with and this action is exempt from review by Finance."

The authority to sign this certification is limited to those officers who have been duly authorized by the department head to execute STD. 607s and whose names and position titles are on record with SCO and maintained in the department records for audit purposes.

The STD. 607s that qualify for this certificate may be forwarded directly to SCO.

All proposed establishment of positions and reclassification of positions with a maximum salary step per month as specified in Control Section 31.00 of the Budget Act require full justification and explanation on the personnel document. Any additional costs are to be absorbed within existing appropriation authority.

Transactions documented under the provisions of this section shall be subject to audit by representatives of Finance, and a copy of such documents shall be retained for this review.